

OPT STEM Extension Sample Letter from non-UAB Employer
(print on company letterhead)

{Date}

UAB
International Student & Scholar Services
917 13th Street South SL 2nd Floor
Birmingham, AL 35294-1280
isss@uab.edu

To Whom It May Concern:

This is to verify that {first name, last name in CAPS} has been offered employment/is currently employed as a {position title with name of firm} effective {employment start date}. He/she will be supervised by {supervisor's name}, who can be contacted at {phone number and email address}.

I certify that our organization is registered with E-Verify. The employer name as listed in E-Verify is _____ . The E-Verify Company Identification Number is _____ , or the E-Verify Client Company Identification Number is _____ . In addition, as an employer we will follow the reporting guidelines outlined in Form I-983.

{Insert job description and how it relates to current degree program. State whether it is full-time or part-time, the salary, and the location where employment will take place}.

I agree to comply with the reporting requirements for students on authorized Optional Practical Training (OPT). I agree to report the student's termination or departure to you and to UAB within 5 days of termination or resignation of employment.

Sincerely,

Name of Supervisor,
Job Title